



**GRYPHON
SCIENTIFIC**

**GENERAL SERVICES
ADMINISTRATION**

FEDERAL SUPPLY SERVICE

**AUTHORIZED FEDERAL
SUPPLY SCHEDULE PRICE
LIST**

**SCHEDULE: 899-1
ENVIRONMENTAL CONSULTING
SERVICES**

GSA CONTRACT GS-10F-0335X

JUNE 23, 2011 – JUNE 22, 2016

BUSINESS SIZE: SMALL

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On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at fss.gsa.gov.

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CUSTOMER INFORMATION

1a. Special Item Number: 899-1, Environmental Consulting Services

1b. Price List:

Labor Category	6/23/2010 6/22/2012	6/23/2012 6/22/2013	6/23/2013 6/22/2014	6/23/2014 6/22/2015	6/23/2015 6/22/2016
Senior Advisor	182.94	192.09	201.69	211.77	222.36
Principal	153.57	161.24	169.31	177.77	186.66
Sr Associate / Scientist	115.95	121.74	127.83	134.22	140.93
Associate / Scientist	97.91	102.81	107.95	113.34	119.01
Sr Analyst	79.62	83.60	87.78	92.17	96.78
Analyst	59.26	62.22	65.34	68.60	72.03
Analyst Jr	51.53	54.11	56.81	59.65	62.64
Sr Research Assistant	43.29	45.45	47.72	50.11	52.62
Research Assistant	40.25	42.26	44.37	46.59	48.92
Business Manager	72.14	75.75	79.54	83.52	87.69
Contract Administrator	33.44	35.12	36.87	38.72	40.65

1c. Labor Category Descriptions

Title	Job Description / Work to be Performed	Education/Experience Required
Senior Advisor	<ul style="list-style-type: none"> Participates in the overall management of the company by providing strategic direction to the organization. Serves as Principal Investigator or overseer of scientific and technical aspects of selected projects; overall responsibility for technical quality control. Direct efforts to identify and recruit other senior personnel with technical expertise in related fields. Assumes central responsibility for sponsored project funding. By resume and reputation, is able to win work for the organization when bid in a leadership or advisory role. Exemplary record of publication and presentation at conferences and in peer reviewed journals. Represents the organization's technical work to clients, peers, and the academic community. 	Must have an MD or Ph.D. or equivalent preparation and at least 10 years of experience in the field. Most importantly, must be recognized as a subject matter expert in his or her field of expertise.

Title	Job Description / Work to be Performed	Education/Experience Required
	<ul style="list-style-type: none"> Has a national reputation as a thought leader in his or her field of expertise as evidenced by participation on grant review and conference panels, keynote speeches, and inclusion in national policy discussions. Mastery of several technical skill areas. 	
Principal	<ul style="list-style-type: none"> Supervises a practice area or multiple projects and serves as Project Director or Principal Investigator on large or multiple small projects of strategic importance to the company. Participates in overall management of the company, including technical, financial, entrepreneurial, and strategic decision-making. Identifies, recruits, mentors, and supervises staff at any level in the organization. Principally responsible for achieving the organization's business development goals by developing new projects in their areas of expertise. Develops project concepts for proactive business development and serves as lead author or contributor in responding to solicitations. Able to be bid and serve at senior leadership levels on projects. Strong record of independent publication and/or presentation. Communication skills—both written and oral—serve as a model for other staff. Coaches staff who need to develop skill in presenting work at conferences and in peer reviewed publications. Both develops and manages client relations. Recognized nationally for subject matter expertise in areas relevant to the company's life science and emergency preparedness work. Serves as a knowledge resource for internal staff and is viewed by sponsors as a credible principal investigator and policy advisor. Is highly proficient in one or more technical areas. 	<p>Must have Ph.D. and at least 8 years' experience, or equivalent background. Should have experience developing government or private-sector business by building and maintaining client relationships and providing oversight for a portfolio of projects or practice area. Must have excellent writing and personnel management skills and proven leadership abilities.</p>

Title	Job Description / Work to be Performed	Education/Experience Required
Senior Associate / Senior Scientist	<ul style="list-style-type: none"> Leads task teams or provides specific subject matter expertise on projects directed by others. Serves as Project Director or Technical Leader on projects in his or her area of expertise. Expands participation in overall company management working on selected strategic issues as well as administrative management. Supervises teams that consist of many staff. Recruits and mentors more junior staff. Participates in business development efforts by writing proposals and developing public and private sector clients. Takes responsibility for achieving a personal business development goal that will allow the Senior Associate or Senior Scientist to become self supporting and contribute to the support of other staff (typically \$500K per annum). Develops project concepts for proactive business development. Able to be bid and serve at senior leadership levels on projects. Excellent writing and oral communications skills. Publishes and/or presents work at conferences and in peer reviewed journals as a lead author. Independently conducts training, moderates panels, or delivers presentations. Manages client relationships. Assumes independent leadership in particular content areas; though not yet nationally recognized, is perceived by clients and staff as the go-to person for his or her knowledge in that area. Has also mastered at least one area of technical skill. 	<p>Must have graduate degree and at least 6 years of experience in the field, or equivalent background. Should have experience developing government and private-sector business and managing projects. Must also possess a high level of proficiency in his or her field of expertise as well as excellent staff management, writing, and verbal communication skills.</p>
Associate / Scientist	<ul style="list-style-type: none"> Leads task teams, serves as Project Director supervising other staff at all levels, or provides subject matter expertise on projects managed by others. Begins to participate in overall company management, working primarily on administrative issues. Supervises peers, Analysts, Project Assistants, and/or intern level staff. Identifies and recruits staff at these levels. A team of regular, full-time staff regularly report to the Associate or Scientist. Participates on proposal teams by providing management and technical support. Takes responsibility for achieving a personal sales goal by managing and writing proposals with minimal supervision. Sales produce revenues that allow the Associate or Scientist to be self-supporting. Strong writing and oral communications skills. Serves as co-author on project reports and publications in peer reviewed journals. Develops and delivers oral presentations during meetings, conference calls, and training events. Unsupervised, routine contact with clients. 	<p>Graduate experience and at least 5 years of experience in the field, or equivalent preparation. Broad range of work skills and experiences. Excellent writing and oral communication skills. Knowledge of advanced techniques in his or her field of specialization, proven abilities to manage both staff and work products.</p>

Title	Job Description / Work to be Performed	Education/Experience Required
	<ul style="list-style-type: none"> Has credibility as an emerging authority in a specific substantive or technical area. Works with advisors or collaborators in that area but begins to develop external reputation. 	
Senior Analyst	<ul style="list-style-type: none"> Leads tasks teams under the direction of more senior staff. May manage an entire small project with a senior staff member serving as a mentor or advisor. Frequently functions independently on tasks in his or her area of responsibility Supervises peers, Analysts, Project Assistants, and/or intern level staff. Participates in hiring and recruitment of staff at these levels. Small numbers of regular, full-time staff may regularly report to the Senior Analyst. Participates in business development by providing management support and independently developing proposal sections including technical, management, and business proposals. May take the lead in writing proposals under the supervision of more senior staff. Able to represent the organization at meetings and conferences that require public speaking. Written products require no editorial supervision. Some client contact as a project manager or task leader. Focuses on developing a particular content area or technical skill through project work and/or independent study. 	Must have some graduate experience and at least 4 years of experience in the field, or equivalent preparation. Must demonstrate management skill as well as technical proficiency and clear writing, oral communication, and organizational skills.
Analyst	<ul style="list-style-type: none"> Participates on project or administrative teams with minimal supervision by senior staff. May function independently on selected tasks. Is able to write business correspondence and project reports with minimal editorial supervision. Conducts background research, assembles data, and performs analytic tasks. Participates in recruiting and hiring intern staff and may supervise Research Assistants. Participates in business development by compiling data, writing small proposals with minimal senior staff supervision, and assembling the final documents. May represent the organization at meetings and training events with coaching by senior staff and may work directly with clients on selected tasks. Continues to develop interests and skills in particular technical or content areas and demonstrates familiarity with issues relevant to Gryphon's life science and emergency preparedness work. 	Must have a BS or BA, some graduate education and at least three years' experience, or equivalent preparation. Must also have good writing skills and proven ability to think creatively and operate with reasonable independence on assigned tasks. Must be well organized and able to supervise project assistants.

Title	Job Description / Work to be Performed	Education/Experience Required
Junior Analyst	<ul style="list-style-type: none"> • Takes on more and more independent assignments. Writes project reports with moderate supervision. Conducts background research and prepares analytic reports for review by senior staff. • May participate in recruiting/interviewing research assistants and interns. • Participates in business development by compiling data, developing literature reviews, and writing both analytic and management sections with moderate supervision by senior staff. • May attend meetings with more senior staff; routinely writes progress reports and sections of analytic reports but typically has no independent client contact. • Begins to develop knowledge in fields of interest to Gryphon. Is able to work on more complex analytic problems. 	<p>Must have a BA or BS, and two years of academic or work experience, or equivalent preparation. Must have good writing skills, some analytic experience, and a proven ability to think creatively and work independently.</p>
Senior Research Assistant	<ul style="list-style-type: none"> • Begins to function more independently on project teams. With senior staff supervision, works on collecting and analyzing project data. • No staff supervision but may participate in the recruitment of RAs and the management of interns. • Participates in business development by compiling data, providing technical input, and writing selected proposal sections such as staff descriptions and capability statements. • No independent client contact but may attend meetings and conferences with more senior staff. Has demonstrated an ability to write under the supervision of more senior staff. • Typically has not developed a content area specialty; works at an entry level in many areas but has become known to other staff for his or her expertise in accomplishing selected management or analytic tasks. 	<p>Must have an undergraduate degree and at least six months of work experience as a Gryphon RA. Must have knowledge of Microsoft Office suite of programs including Word, Powerpoint, and Excel. Should have some business or general writing skills and excellent communications and organizational abilities.</p>
Research Assistant	<ul style="list-style-type: none"> • Participates on project administrative teams with regular supervision; typically does not function independently but supports the activities of more senior staff by gathering information and managing production tasks. • No staff supervision but may participate in the management of interns. • May participate in business development by compiling data and formatting documents, tracking deadlines and delivery schedules, and assembling materials. • No independent client contact but may attend meetings and conferences with more senior staff. Able to write but may require significant editorial supervision. • Typically has not developed a content area specialty; works at an entry level in many areas. 	<p>Must have an undergraduate degree or some college preparation as well as specific training or internships related to job. Must have knowledge of Microsoft Office suite of programs including Word, Powerpoint, and Excel. Should have some business or general writing skills and excellent communications and organizational abilities.</p>

Title	Job Description / Work to be Performed	Education/Experience Required
Business Manager	<ul style="list-style-type: none"> • Prepares and presents quarterly and annual financial statements including balance sheet and statement of profit and loss as well as routine financial management reports. • Working with a tax accountant, prepares and submits quarterly taxes and provides all input required for annual federal and state tax returns. • Responsible for managing the general ledger and executing all basic accounting functions including AP, AR, and payroll, using accounting software to process transactions and produce reports. • Provides administrative and financial management support to projects including tracking expenses, invoicing, and monitoring schedules, deliverables and milestones. • Serves as contracting officer for consultants and subcontractors by preparing contracts as well as teaming and non-disclosure agreements, and processing invoices and managing payments. 	<p>Must have high school degree plus professional training related to discipline. Must have 10 years of administrative support experience. Must be an expert in Microsoft Office programs, Quickbooks Pro and possess strong financial management skills.</p>
Contract Administrator	<ul style="list-style-type: none"> • Provides administrative support to Project Directors, Principal Investigators and other senior company personnel by formatting documents, preparing and editing presentations, charts and graphics, composing letters, making travel arrangements, scheduling meetings, and performing other administrative support functions as requested. • Assists on proposals by formatting documents, tracking deadlines and delivery schedules, arranging electronic as well as paper submissions, and, when necessary, hand-delivering proposals. • Provides logistical support for meetings and conferences. • Helps to ensure the smooth functioning of the company by facilitating recruitment, ordering office supplies and processing project expense forms. • May act as company receptionist by screening calls for senior personnel, greeting visitors and facilitating meetings. 	<p>Must have high school degree and four years of experience or specific training related to job. Must have knowledge of Microsoft Office suite of programs including Word, PowerPoint and Excel</p>

2. **Maximum Order:** \$5,000,000 per SIN/per order
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery area):** Domestic
5. **Point(s) of Production (city, county, and State or foreign country):** N/A Services
6. **Discount from List Prices or Statement of Net Price:** Discounted GSA Pricing is Shown in item 1B and includes the current IFF rate
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold:** Will Accept
- 9b. **Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-purchase Threshold:** Will Not Accept Larger Orders
10. **Foreign Items (list items by country of origin):** N/A
11. **Time of Delivery (Contractor insert number of day):** 30 DARO
- 11b. **Expedited Delivery:** Consult with Contractor
- 11c. **Overnight and 2-day Delivery:** Consult with Contractor
- 11d. **Urgent Requirements:** Consult with Contractor
12. **F.O.B. Point(s):** Consult with Contractor
- 13a. **Ordering Address(es):** Consult with Contractor
- 13b. **Ordering Procedures:** Consult with Contractor

- 14. Payment Address:**
Gryphon Scientific
1 Halfyard Drive
Brookline NH 03033
- 15. Warranty Provision:** N/A
- 16. Export Packing Charges, if applicable:** N/A
- 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Will Accept
- 18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** N/A
- 19. Terms and Conditions of Installation (if applicable):** N/A
- 20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (if applicable):** N/A
- 20a. Terms and Conditions for Any Other Services (if applicable):** N/A
- 21. List of Service and Distribution Points (if applicable):** N/A
- 22. List of Participating Dealers (if applicable):** N/A
- 23. Preventive Maintenance (if applicable):** N/A
- 24a. Special Attributes Such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:** N/A
- 25. Data Universal Number System (DUNS) Number:** 800210077
- 26. Notification Regarding Registration in Central Contractor Registration (CCR):**
Registration valid until 09/14/12. Cage Code 4RXB1.

CAPABILITIES AND EXPERIENCE

Gryphon Scientific is a small business that supports the missions of agencies at all levels of government as well as the private sector—missions that focus on defense, preparedness and global health. Relevant to this schedule, our support for these missions includes strategic consulting, program planning, program evaluations and assistance with the development of regulations. Since its inception, Gryphon Scientific's projects have driven policy changes at the highest levels of US government in public health, preparedness, and science policy. Our analytical work includes technical analysis, risk analysis, threat identification and vulnerability assessments. In fact, Gryphon is a supplier of choice for the Departments of Homeland Security and Health and Human Services to perform hazard, threat, risk, and vulnerability analysis related to biological, chemical, radiological and nuclear incidents.

Our analytic services include many of those delineated under SIN 899-1, Environmental Consulting Services:

- Economic, technical and/or risk analysis
- Homeland Security solutions that include Biochemical protection
- Identification and mitigation of threats inclusive of protective measure to mitigate the threats
- Vulnerability assessments
- The drafting of biological/medical data sheets
- Hazardous and/or non-hazardous exposure assessments

Our company boasts a unique capability to examine a problem from several critical angles - economic, behavioral, and biomedical. Whether we are considering how to reduce environmental risks from the construction of a high-containment laboratory, how to ensure that critical biodefense equipment can effectively protect the nation, or how to identify and eliminate vulnerabilities in the food chain, all of our services are intended to support the business management functions and mission oriented services of our clients.

Examples of the expert advice and assistance we have provided to a variety of government and private agencies are listed in the table that follows, which inventories many projects completed or in progress from 2007-2009. Since its inception, Gryphon Scientific has used its deep technical expertise to support management and decision-making in preparedness policy throughout the Departments of Health and Human Services (HHS) and Homeland Security.

<p style="text-align: center;">Selected Projects Completed or Ongoing by Gryphon During Fall 07 to Fall 09 (Client is in italics)</p>	SIN 899-1, Environmental Consulting Services				
	Economic, Technical and/or Risk Analysis	Homeland Security Solutions That Include Biochemical Protection	Identification and Mitigation of Threats	Vulnerability Assessments	Hazardous Exposure Assessments
<i>DHS, ONL</i> , Environmental Risk Assessment for the National Bio- and Agrodefense Facility	√		√		√
<i>DHHS, AHRQ</i> , Modeling Medical Needs in the Aftermath of Terrorist Attacks		√	√		√
<i>Georgetown University</i> , Evaluation of ARGUS Global Disease Surveillance System		√			
<i>DHS, S&T</i> , Studies Supporting the Medical Advisor to S&T			√		
<i>DHS, S&T-CB</i> , Designing a Food Contamination Detection System	√	√	√	√	√
<i>DHS, S&T- CB</i> , Defense Against Emerging and Engineered Pathogens		√	√	√	√
<i>DHS, S&T- CB</i> , Protecting Against Zoonoses	√		√	√	√
<i>DHS, S&T- CB</i> , Gap Assessment of Diagnostics for Foreign Animal Diseases		√			
<i>Navy Research Laboratory</i> , Providing Support for a Training Simulation on Chemical Effects		√			√
<i>DHS</i> , Study of Antibiotic Resistant Bio Agents		√	√	√	√
<i>Raytheon Technical Services Company</i> , Improving Disease Surveillance and Biosafety		√			
<i>Navy Postgraduate School</i> , Mobile Education			√	√	
<i>DHS</i> , Preventing the Misapplication of Biotechnology	√	√	√		
<i>DHS</i> , Setting Requirements for Biodetection		√			√

Two projects, described in more detail below, will illustrate the breadth of our work relevant to SIN 899-1, Environmental Consulting Services.

(1) Site-Specific Biosafety and Biosecurity Mitigation Risk Assessment for the National Bio and Agro-Defense Facility (NBAF), Manhattan, KS. The overall goal of this project was to develop a Site Specific Risk Assessment (SSRA) for the proposed National Bio- and Agrodefense Facility (NBAF) in Manhattan Kansas. It will be the first laboratory in the US to have BioSafety Level 4 (BSL4) containment suites for large animals so that the world's most dangerous emerging diseases can be studied safely. Also important, this facility would be only one on the mainland of the US to study the highly contagious pathogen, Foot and Mouth Disease Virus. On this project, the Gryphon team had two tasks: 1) To perform a best practices study of other high containment veterinary laboratories to identify hazard mitigation measures that should be adopted and 2) To evaluate the risk and vulnerability to the surrounding area and to US agriculture as a whole to releases from the laboratory. In the first task, Gryphon staffers traveled to several other veterinary laboratories with high containment around the world (there are fewer than half a dozen such laboratories) and interviewed the engineers, scientists and directors of the laboratory. Safety measures that could be adopted at the NBAF were identified and a preliminary cost benefit analysis was conducted. To evaluate the risk and vulnerability arising from

laboratory accidents, we used two pathogens as exemplars for the panoply of dangerous pathogens that may be used in the laboratory. The first pathogen was Foot and Mouth Disease Virus, the most highly contagious virus known and is spread by direct or indirect contact between animals. For this pathogen, we gathered data on local herds of animals and the movement of these animals throughout the US agricultural system. The second pathogen evaluated was Rift Valley Fever Virus, a pathogen spread by mosquitoes and that can kill people and cattle. For this pathogen, we gathered data on local human populations, gathering places (like the student union on campus) and local mosquito populations. To assess vulnerability, we modeled the spread of the disease from the laboratory site throughout several US states due to the transportation of infected animals prior to the recognition of the outbreak. To assess risk, we included estimates of the probability of the accidents (or disasters) that must occur for the releases to happen. By evaluating the impact and risk in the presence of various mitigation measures, we were able to identify measures that should be further investigated to reduce the risk from the release of this pathogen. This project was reviewed by the National Academy of Sciences.

(2) Modeling Medical Needs in the Aftermath of Terrorist Attacks. We have been given many tasks in the course of this project, all of which involve supporting decision-making related to the purchase, stockpiling and development of medical countermeasures and public health emergency systems to mitigate the impacts of the release of hazardous substances, especially radioactive materials, either accidentally or by terrorist acts. In one task, Gryphon assessed the hazards posed by severe accidents at two nuclear power plants in the US. The risk from the inhalation of various radio-isotopes was mapped at various distances downwind as was the potential exposure due to the residual radiation field caused by the deposition of radioactive material on the ground. Based on this information, Gryphon identified hospitals that need to develop emergency plans for either evacuation or sheltering-in-place to mitigate the potential hazard. In another task in this project, Gryphon estimated the possible benefit of the development of novel drugs that could help extract radioactive materials from the body (called “decorporation agents”). In this task, Gryphon studied animal experiments involving exposure of animals to radioactive hazards via various routes (simple exposure, inhalation, injection and ingestion). Based on this information, Gryphon estimated the health consequences of various types of radioactive exposure, including acute sickness and death and long-term morbidity from cancer. Under other tasks in this project, Gryphon produced models of countermeasure needs, designed countermeasure supply systems and evaluated the impacts of various types of incidents.